



# MINUTES

## FORMAL MEETING OF CITY COUNCIL

### Diamondhead, Mississippi

Council Chambers  
City Hall  
April 15, 2013  
6:00 pm

1. **Call to Order**—Mayor Ingraham called the meeting to order at 6:00 p.m.
2. **Invocation**—Mayor Ingraham
3. **Pledge of Allegiance**—Councilmember Holcomb
4. **Roll Call**—The following members of Council were present: Mayor Ingraham, Hank Holcomb, Ernie Knobloch, Ron Rech, Dalton Roberson. Councilmember Ackerman was absent.
5. **Approval of Minutes**—Councilmember Roberson moved, seconded by Councilmember Rech, to approve the minutes for April 1, 2013, subject to any corrections or additions by Council. The motion carried unanimously.
6. **Confirmation or Adjustment of the Agenda Order**—Councilmember Rech moved, seconded by Councilmember Roberson, to confirm the order of the Agenda as adjusted by the City Clerk. The motion carried unanimously and the Agenda was adjusted as follows:

Item 15h was moved to Item 15a.2.

7. **Communications/Announcements from the Mayor and Council**
  - a. Building Permit Presentation will be held at the Recessed Meeting on Wednesday, April 17, 2013 at 2 p.m. in the Council Chambers of City Hall.
  - b. The next regularly scheduled Council Work Session will be held May 2, 2013 at 9 a.m. at Council Chambers located at 5000 Diamondhead Circle.
  - c. The next regularly scheduled Council Meeting is at 6 p.m. on May 6, 2013 in Council Chambers located at 5000 Diamondhead Circle.
  - d. Councilmember Holcomb moved, seconded by Councilmember Knobloch, to spread upon the minutes the Mayor's Update on the Hancock County Regional Solid Waste Authority Meeting. The motion carried unanimously.
  - e. 2013-1011—Councilmember Knobloch moved, seconded by Councilmember Rech, to accept the Mayor's Letter to MDEQ Requesting Support for the Rotten Bayou Watershed Project and Spread it upon the Minutes. The motion carried unanimously.
  - f. The City Clerk advises that the last day to vote absentee at City Hall in the May 7, 2013 primary will be Saturday, May 4, 2013, from 8a.m. to 12N. The last day to receive absentee ballots by mail will be 5 p.m. on Monday, May 6, 2013
  - g. National Crime Victims' Rights Week 2013 Coast Wide Candlelight Ceremony will be held Thursday, April 25, at First Baptist Church of Gulfport. 10:30 a.m. Reception, 11:00 a.m. Ceremony.

**8. Presentations / Appointments**

- a. 2013-2005—Proclamation Honoring Eagle Scout Bret Reinhart—Mayor Ingraham read the proclamation that will be presented to Bret Reinhart at his Court of Honor to be held on April 21, 2013.
- b. 2013-1075—Proclamation Designating Sunday, April 21, 2013 as PowerTalk 21<sup>TM</sup> Day. Mayor Ingraham read the proclamation in its entirety.

**9. City Manager's Report**

1. The City of Gulfport has donated a used van to the City of Diamondhead for transportation of employees from time-to-time. The City of Gulfport also donated a 2005 pick up truck that is in the shop.
2. Employees provided by a \$200,000 grant from the State of Mississippi have begun cleaning out the ditches and identifying all pipes and ditches in the event we have a weather event.
3. Chief Weatherford is securing two used patrol units donated from City of Biloxi and is also trying to get other units from other sources.
4. Chief Weatherford indicated that the \$20,000 grant has been approved with match of \$500 for seven portable radios. There is approximately \$70,000 more in grants that have been applied for.
5. Stormwater Kick-off meeting will be held the last week of April.
6. Paving is being done to correct egress and ingress to parking lot of city hall. Paving going to several small streets, top ten of the worst twenty streets. Diamondhead drive required about 28 location from 5' to 120' to dig out from tree roots.
7. In preparation of hurricane season Public Works will be doing an internal live exercise mid-May.
8. Mayor Ingraham indicated that Rouse's road has been patched and will overlaid on April 23<sup>rd</sup>. Drainage installed by city and the county will do the overlay. County will repave Shephard's Square on that same day. Richard Rose indicated that was a private road until early December. The road at Dairy Queen/Red Zone is still a private road. Neither the city nor the county can repair. Trying to contact the property owner and have had no response. The overlay should be 1 ½ inch but some places will receive a lesser amount.

- 10. Docket of Claims**—Councilmember Roberson moved, seconded by Councilmember Rech to Accept the Docket of Claims as Presented. The motion carried unanimously by roll call vote.

- 11. Citizens Wishing to Address Council, Agenda Items** Limit of 3 minutes per person  
None

**CONSENT AGENDA**

Councilmember Roberson moved, seconded by Councilmember Rech, to accept the Consent Agenda. The motion carried unanimously.

- 12. FINANCIAL REPORTS**—P/E 03.31.13

**13. OLD and NEW BUSINESS**

- a. 2013-1096—Motion to Approve an Agreement Between the City of Diamondhead and a Designated Group of Residents (Adopt a Median)

- b. 2013-1098—Motion to Approve a Resolution Adopting the Community Development Block Grant Section 3 Plan (Resolution 2013-049)
- c. 2013-1099—Motion to Approve a Contract between the City of Diamondhead and Southern Mississippi Planning and Development District (SMPDD) for Professional Services
- d. 2013-2010—Motion to Approve a Contract with Concepts LLC for Service Agreement to provide off-hours answering service for city emergencies.
- e. 2013-2013—Motion to Approve Job Descriptions for Procurement Specialist and Accounts Payables Clerk

<b>ITEMS PULLED FROM CONSENT AGENDA</b> <i>(if needed)</i>
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14. **Ordinances and/or Resolutions pulled from the Consent Agenda**  
None

<b>REGULAR AGENDA</b>
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15. **OLD and NEW BUSINESS**

- a. 2013-1080—Councilmember Knobloch moved, seconded by Councilmember Holcomb to approve a Resolution from the City of Diamondhead to Establish the Diamondhead Youth Council. The motion carried unanimously.
- a.2 (15h) 2013-2002—FY2012 Audit—Charlene Kerkow of the firm Wright, Ward, Hatten & Guel was recognized and indicated the city had received an “Unqualified” rating, which is the best rating a city can receive and that they had no issues during the audit. Ms. Kerkow indicated that they found no problems with internal controls but recommended hiring one or two more people in finance as a safeguard. She also indicated that the city of Diamondhead is doing a “really good job” job and she was impressed with the personnel list, which reads like a “who’s who” of municipal employees.

Councilmember Rech moved, seconded by Councilmember Roberson, to approve and accept the FY2012 Audit as presented and to spread it upon the minutes. The motion carried unanimously.

- b. 2013-1086—Councilmember Robinson moved, seconded by Councilmember Rech to Approve a Resolution Authorizing the Lease of Buildings, Facilities and Equipment (City Hall); Approving Other Documents Relating to Lease; Authorizing Certain Actions by City Officials. Attorney Lucien Bougeois was recognized and reviewed the City Hall lease/purchase documents indicating that Hancock Bank is lending the funds for purchase and renovation of City Hall for a term of fifteen years and at a rate of 2.21%.

Councilmember Roberson moved, seconded by Councilmember Rech, to amend the motion to allow the clerk to engage in the clerical act of receiving the letter from a Hancock Bank official and inserting it into the document when received. The amendment carried unanimously and the Mayor called the question on the amended motion, which carried unanimously.

The Mayor noted that passing the resolution required four members to pass and that five were present with the unanimous vote.

- c. 2013-1094— Councilmember Knobloch moved, seconded by Councilmember Holcomb to Approve and Accept Phase C of the Traffic Engineering Study from Seymour Engineering. The City Manager recommended including the March 28 letter from Seymour Engineering as Addendum #1 regarding the Cart Path Stop/Yield Signs and the April 12 letter regarding I-10 Overpass Signage Speed Limit as Addendum #2.

Councilmember Knobloch moved, seconded by Councilmember Holcomb, to amend the motion as stated to include letters from Seymour Engineering regarding the Cart Path Stop/Yield Signs and the I-10 Overpass Signage/Speed Limit as Addendums #1 and #2, per the City Manager's recommendation. The amendment motion passed unanimously. The Mayor called for a roll call vote on the amended motion. The motion carried unanimously.

The City Manager indicated that, if the city does not have the proper signage, federal funding to the city could be limited and that signage in the City of Diamondhead does not meet Mississippi Department of Transportation regulations.

- d. 2013-1997—Councilmember Holcomb moved, seconded by Councilmember Knobloch, to approve a Resolution Authorizing Preparation and Submittal of an Application for Funds from Mississippi Development Authority. The motion carried unanimously.
- e. 2013-2009—Councilmember Roberson moved, seconded by Councilmember Roberson, to accept the Consultants for RFP 2013-1018 for the CDBG Block Grant for ADA Compliance for City Hall as Recommended by the City Manager. The motion carried unanimously.
- f. 2013-2000—Councilmember Roberson moved, seconded by Councilmember Rech, to approve a Work Order Authorization for Eley Guild Hardy Architects, P.A. for City Hall Renovations. The motion carried unanimously.
- g. 2013-2001—Councilmember Holcomb moved, seconded by Councilmember Knobloch, to approve the Request to Apply for Bulletproof Vests Grant for Matching Funds. The motion carried unanimously. Chief Weatherford was recognized and indicated that the grant was for \$11,000 with a 50% match over a period of two years.
- h. 2013-2002—Motion to Approve and Accept the FY2012 Audit—Item moved to 15.a.1.
- i. 2013-2006—Councilmember Roberson moved, seconded by Councilmember Rech, to approve an Ordinance Creating a Police Department for the City of Diamondhead. The motion carried unanimously.
- j. 2013-2020—Councilmember Knobloch moved, seconded by Councilmember Holcomb, to approve Payments for Pollworkers as recommended by the City Clerk, based on the current pay schedule from Karen Ladner, Circuit Clerk from Hancock County. The motion carried unanimously.

**16. Citizens Wishing to Address Council, Non-Agenda Items** Limit of 3 minutes per person

- a. Chris Wills of the Oaks was recognized with questions regarding speed limits on Oaks Drive and other streets in Diamondhead. Mr. Wills was advised that all speed limits in the City of Diamondhead are 25 mph unless otherwise posted. Mr. Wills also received clarification on the cleaning out of the ditches.

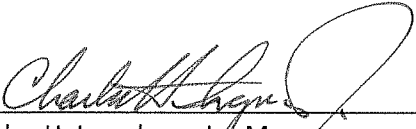
Mr. Wills also inquired as to the cost/benefit of the Audit Certification. The City manager indicated that obtaining the CAFER confirms to the public that the city is handling public funds correctly and in the best way possible.

- b. Harold Bevins was recognized and thanked Council for their work over the past year, for the open council meetings and the opportunity to attend and understand the process. He questioned the transition in 2020 and the timeframe for the reduction of POA dues.

Mayor Ingraham responded that the citizens voted for the city to take over drainage, streetlights, and roads, which amounts to \$1.5 or \$1.6 million. The city doesn't anticipate taking over anything else in the next year and will be working to mature the city. The Mayor indicated that it is anticipated that the POA will remain and handle recreation. He complemented the POA on the job they are doing with recreation but could not address a reduction in POA dues.

- c. Tommy Schaffer was recognized and inquired as to the terms of the loan for the City Hall property. The City Manager confirmed that the annual payment will average \$120,000 year with a fixed rate of 2.21%.

- 17.** Councilmember Holcomb moved, seconded by Councilmember Roberson, to recess the meeting until 2 p.m. on Wednesday, April 17, 2013 in Council Chambers of City Hall at 5000 Diamondhead Circle to discuss building permit fee presentation by Bridge and Watson. The motion carried unanimously and the meeting was adjourned at 7:50 p.m.

  
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Charles H. Ingraham, Jr., Mayor

Date: May 6, 2013

  
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Sue W. Foster, City Clerk

Meeting Notice Posted at City Hall on April 9, 2013.